

2017-02-16 Meeting notes

- Date:  16 Feb 2017

Attendees

- [Peter Plofchan](#), Dana Shum, Stephen Berrick, Katie Baynes, Traci Zeiller, Justin Rice, Mark McInerney, Chris Lynnes, Evelyn Ho, Evelyn Nakamura, Kristen Rodriguez, Lou Sweetek

Goals

- Review progress on the current PI
- Plan the next PI

Discussion Items

Time	Item	Who	Notes
5min	Opening	Peter	
10min	PI Objective Review	Dana	<ul style="list-style-type: none">• Highlight on yellow and reds
10min	Risk review	Lou	<ul style="list-style-type: none">• Highlight on risks that have been or are close to being breached
5min	Update on Specification Workshops	All	
	New Sprint Planning process		
	Updates to the Roadmap	All	
	WSJF Update	All	<ul style="list-style-type: none">• time line for when the next round needs to be done• tracking in JIRA
	PI 5 coordination activities	All	

Action items

- ☐ [Peter Plofchan](#), procure new Kayako license
- ☐ [Dana Shum](#), build out the new EPR project for the PI5 prioritization mapping and include timeline for review

Notes

- Updated the team on the outcome of the ECC Specification Workshop
- Agreed to try the WSJF in the new EPR JIRA project for the PI5 prioritization work
- Agreed that we would move back to Kayako and procure the new download version of the software. The CRM capabilities are not deemed critical at this time